KHRIS onnection
Connecting the Commonwealth

Project Update

Excitement continues as the KHRIS team remains hard at work to bring the system live.

We have less than 50 days until our go live on April 4, 2011! The extensive efforts focused on planning, understanding Commonwealth business needs, getting the system ready and testing are paying off.

The team is excited with our progress and results to date. While work remains and new challenges arise daily, it is with passion and persistence that our team members continue to insure work progresses and issues are resolved in a timely manner.

We appreciate the continued partnership with COT, who helps prepare and support our technical environment.

It is key at this time that we are getting our employees, our HR leaders and their support staff ready for the changes coming with the new system.

To assist with this:

- We are very pleased with the completion of our Train-the- Trainer program developed to ready our KHRIS training instructors.
- We have also completed a pilot training program and introduced our first e-learning program for the Basics of Navigation for those individuals who will be using KHRIS daily as part of their job responsibilities.
- Additionally, e-learning courses for Employee Self Service (ESS) and Manager Self Service (MSS), along with a timesheet tutorial, will be available in the next few weeks.

- Classroom training for our HR resources and timekeepers began January 24 and will continue through April 1. To date, we have received great feedback.

In this edition of the newsletter, you can view our new training timeline, and we encourage you to visit our KHRIS website for regular updates and information.

We are grateful for the tremendous support and assistance that our agency leaders and their teams are providing in this effort and for their continued commitment to help us bring KHRIS to life!

We are looking forward to the implementation of KHRIS and the new features and functionality that it will bring. Your continued support in this effort is much appreciated!

KHRIS and You

How does KHRIS impact you? It will depend on your role within your agency. KHRIS might have a significant impact on your daily work, especially if you are involved in human resource (HR) processes, like payroll or timekeeping.

Those employees outside of HR will see fewer changes, yet there are great benefits to everyone. Here are just a few:

- Employees will have the ability to change their personal address, phone number, direct deposit information and tax exemption data.
- Adverse weather leave is coded and automated, so there is no manual process for tracking hours.
- Overtime request forms can be completed and approved electronically.

- Employees will be able to enroll for all available benefits (life, health & FSA) in one location.
- Employees will see leave balances as well as the value of that leave in ESS.

For additional benefits and changes resulting from KHRIS, visit the KHRIS website - what's in it for me?

How will I learn to use KHRIS?

Leslie Tindall (DOC) and Melony Stephenson (CHFS), Payroll Administration and Time Management instructors, attended Train-the-Trainer classes in preparation for KHRIS training

As you prepare for the arrival of KHRIS, a number of tools will be available to help you learn about the new system and its benefits.

All employees will be able to use the Employee Self Service (ESS) center from any computer with internet access. Here you can view and change personal data like address or emergency contacts, view pay statements, or request leave.

A fun, easy to use e-learning tool will be available soon to walk you through the options that are available through the Employee Self Service center.

Manager Self Service (MSS) is an additional tool for managers

that will enable them to reduce and simplify many of their job responsibilities. For example, managers can see a list of all their direct report employees' names, addresses, and emergency contact information through MSS. An e-learning course will also be available for managers to become acquainted with these new tools.

Many of our agencies will be implementing a new KHRIS employee timesheet, effective March 16. These new timesheets will be used by employees to enter their time, and time keepers will input the information into KHRIS.

To help you become familiar with the layout of the new timesheet, the KHRIS team is creating a quick and simple tutorial that you can refer to as often as you like.

In addition, your pay statement (which you can view online through ESS) and your pay stub (your paper copy) will have a different look beginning April 1. A tutorial that explains the changes to the look of employee pay stubs will be provided along with the timesheet tutorial. Both should

take only a few minutes to complete, but will remain available for you at any time. All employees will be able to access the timesheet tutorial and the pay stub tutorial online.

Those employees who work in the human resources area have already begun classroom training to prepare for KHRIS and the changes they will see in their daily job functions. E-learning courses, including Basics of Navigation, printed guides and online tools have also been developed to help them learn the new system.

See a complete list of the tools and events available to help you become familiar with the new benefits of KHRIS!

A more detailed explanation of various users, their roles and required training is provided, as well as a basic training timeline for KHRIS and a training matrix showing required classes. All items are available on the KHRIS Website.

If you have a question about whether you require KHRIS training, please contact your agency training lead.

"Everyone involved in training has gotten to know each other well and it is a great support system! We all have the ultimate goal of a successful KHRIS implementation for the state's employees and we have worked very hard to ensure this happens ."

Bobbie Underwood, Dept. of Corrections

See the complete interview with KHRIS Trainer Bobbie Underwood here

Classroom Training

Trainer Mark Kennedy assists participants.

KHRIS classroom training began Jan. 24 and will continue through March. Below are quotes from participants.

"Things are pulling together! Thank you guys so much for your knowledge and hard work it shows in training."

"Best state training thus far in 6 years!"

"Trainers are well informed and prepared. Each day of training makes more sense. Did a great job explaining everything and answering all the questions. And, I am very pleased with the changes from 2 years ago. Good job, KHRIS Team!!!!"

Classroom participants.

Connect With Us!

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